



# Capstone Coordinator

**JA BizTown® and JA Finance Park®**  
Fort Wayne, Indiana

## COMPANY SUMMARY:

Junior Achievement of Northern Indiana's (JANI) purpose is to inspire and prepare youth to achieve economic freedom through financial literacy, work and career readiness, and entrepreneurial experiences.

JANI seeks candidates that are passionate in their work, committed to excellence, have a high level of integrity, value relationships, and believes in the power of collaboration.

## POSITION:

The Capstone Coordinator is responsible for facilitating the highly experiential onsite simulations for the *JA BizTown* and *JA Finance Park* program participants that visit our state-of-the-art facility. *JA BizTown* is a true-to-life simulated town where fifth and sixth grade students connect the dots between their in-class learning and the real world. *JA Finance Park* middle and high school students learn about lifelong financial issues such as incomes, personal and family expenses, savings, and retirement planning. Onsite simulations take place between 0-5 times per week depending on school scheduling. **This position is 0-22 hours per week during the school year (August – May) and located in Fort Wayne, IN.** Hours can vary but are usually between 7:30am-2:30pm.

## PRIMARY RESPONSIBILITIES:

- Assure program quality through positive interactions with all participants - teachers, adult volunteers, and students.
- Assist with curriculum deliveries.
- Prepare simulation environment by logging onto computers and tablets, setting out paperwork and other supplies, etc.
- Warmly welcome and assist volunteers with registration, conduct training, and provide support to volunteers throughout the day.
- Dynamically facilitate simulation schedule utilizing scripted speeches.
- Manage simulation experience by following documented procedures and processes.
- Support and guide student citizens with the goal of them being successful in their jobs.
- Inspect and notify the Capstone Manager of any maintenance needed to facility or equipment.
- At the end of the day, reset the facility for the next simulation day by putting out simulation paperwork, props, supplies, and equipment.
- Assist with inventory management of program supplies to contribute to overall expense control.
- Maintain facility security for the safety of participants and assets.
- Ensure all volunteers and educators have been thanked for their participation and asked to provide simulation feedback via online surveys.
- Identify and suggest program improvement ideas to the Capstone Manager, implement approved ideas.
- Maintain cleanliness and organization of the facility so every day is like the first day.
- Attend scheduled events and meetings, as requested.

## SKILLS:

- Excellent verbal communication skills
- Ability to manage multiple priorities
- Organized and detail oriented
- Above-average computer skills
- Strong problem-solving abilities
- Proven excellent reasoning and judgement
- Ability to work in a team environment
- Comfortable working in a fast-paced environment
- Ability to meet new people and build rapport easily
- Ability to stand for long periods of time

## EDUCATION/EXPERIENCE:

- High school diploma is required.
- Prior experience working in Education or with children preferred.
- A proven customer service focus.

Please email cover letter with resume or direct any questions about the position to:

**Karen Cooper** | Vice President of Capstone Experiences

**Junior Achievement of Northern Indiana**

Email: [Karen.Cooper@ja.org](mailto:Karen.Cooper@ja.org)

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